

Department of Public Health  
Weekly Time Log Worksheet

Agency: DPH  
Pay Org: 0294

Mail Drop ID's: 2048

Download Date: 2/15/2012 7:48:31 AM  
WeekEnd Date: 2/18/2012  
Pay Period End Date: 2/25/2012  
Accrual Calc Date: 2/11/2012

SIGNATURE: Ella Lanned DATE: 2/16/12

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EmplID Position# Jobcode BU Std Hrs	Sunday (2/12)	Monday (2/13)	Tuesday (2/14)	Wednesday (2/15)	Thursday (2/16)	Friday (2/17)	Saturday (2/18)	Leave Balances
This Timelog Report was downloaded from HRConnectsUs and represents data from HR/CMS Information Warehouse (CIW). In the case that information on this report conflicts with information in the CIW, the information contained in CIW will be considered the official record.								

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<b>Division: 2048</b>									
296644 - 0 00059214 (2048)	E20Y13 09 Corbett 37.50 Kate REG SDF:   Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 100.255 SIC 48.125
241373 - 0 00028808 (2048)	E20Y13 09 Frasca 37.50 Daniela REG SDF:   Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 29.500 PLC _____ VAC 166.250 SIC 425.000
314719 - 0 00048601 (2048)	E20Y13 09 Glazer 37.50 Lisa REG SDF:   Shift 1	0	7.5 SIC 0.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 42.625 SIC 39.885
120459 - 0 00020748 (2048)	E22Y16 09 Lawler 37.50 Michael REG SDF:   Shift 1	0	7.5 OTS 2.5 OTP 2.0	7.5	7.5 OTP 2.5	7.5 OTP 3.0	7.5	0 OTP 2.5	PER 22.500 COM 7.500 PLC _____ VAC 110.276 SIC 95.873
311855 - 0 00033050 (2048)	E18Y19 09 Lleshi 37.50 Hevis REG SDF:	0	7.5	7.5	7.5 CM1 2.25	7.5 COM 4.25	7.5 COM 3.25	0 OTS 2.5 OTP 5.0	PER 15.000 COM 8.750 PLC _____ VAC 41.500 SIC 52.750

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285766 - 0 00045979 (2048) E20Y13 09 Medina 37.50 Nicole REG SDF:   Shift 1		0	7.5 SIC 1.0	7.5 SIC 0.5	7.5 SIC 7.5	7.5 SIC 7.5	7.5 SIC 7.5	0	PER 22.500 COM 0.000 PLC VAC 93.245 SIC 26.625
118097 - 0 00047658 (2048) E24Y06 09 O'Brien 37.50 Elisabeth REG SDF:   Shift 1		0	9	6.5	9	6.5	6.5	0	PER 22.500 COM 1.000 PLC VAC 246.879 SIC 397.561
139184 - 0 00039541 (2048) E07R02 06 Phillips 37.50 Gloria REG SDF:   Shift 1		0	7.5 CMT 7.5	7.5 CMT 7.5	7.5 CMT 7.5	7.5	7.5	0	PER 0.000 COM 0.000 PLC VAC 16.875 SIC 0.005
138624 - 0 00038977 (2048) E24Y06 09 Piro 37.50 Peter REG SDF:   Shift 1		0	7.5 OTP 2.5 OTP 3.5	7.5 OTP 2.0	7.5 OTP 2.0	7.5 OTP 2.0	7.5 OTP 2.5	0	PER 22.500 COM 0.000 PLC VAC 174.875 SIC 643.625
297673 - 0 00004965 (2048) E20Y13 09 Renczkowski 37.50 Daniel REG SDF:   Shift 1		0	7.5 OTS 3.0	7.5 OTS 0.5 OTP 2.5	7.5 OTP 3.0	7.5 OTP 3.0	7.5 OTP 5.0	0	PER 15.000 COM 0.750 PLC VAC 39.125 SIC 63.255

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								PER	37.500
128891 - 0 00029212 (2048)	0	7.5	7.5	7.5	7.5	7.5	0	COM	0.000
E09R01 06 Sprague 37.50								PLC	
Shirley REG								VAC	223.875
SDF:   Shift 1								SIC	842.120
106754 - 0 00006997 (2048)	0	6	0	6	6.75	0	0	PER	3.500
E20Y13 09 Tran 18.75								COM	0.250
Mai REG		PER 0.5						PLC	
SDF:   Shift 1								VAC	146.228
220854 - 0 00010739 (2048)	0	7.5	7.5	7.5	7.5	7.5	0	SIC	21.189
E07R02 06 Zanolli 37.50		VAC 7.5	VAC 7.5	VAC 7.5	VAC 7.5	VAC 7.5		PER	31.000
Janice REG								COM	0.000
SDF:   Shift 1								PLC	
								VAC	97.924
								SIC	92.537

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William A. Hinton State Laboratory Institute

## OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: February 13 - February 18, 2017

# of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant backlog of samples

Overtime is to be:  paid at OT rate  added to comp time balance  *(if OT rate, complete below)* *Hevis  
partial*

OT Account: 8100 9749

*Approval:*

Supervisor: Aalemu Date: 2/15/12

Department Head: Mike Ham Date: 2/15/12

Denial reason: \_\_\_\_\_

Name	Employee ID#	Overtime earned	Name	Employee ID #	Overtime earned
Michael Lawler	120459	17.50 hr			
Pete Pro	138624	17.50 hr			
Daniel Renckowski	297673	13.0 hr			
Hevis Heshi	311855	13.5 hr			



## William A. Hinton State Laboratory Institute

## OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Della Saunders Employee #: 147387

Department: Drug Laboratory

Date(s) of overtime work: February 18, 2012

# of hours requested: 7.5

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be: paid at OT rate  added to comp time balance   
(If OT rate, complete below)

OT Account: 8100 9749

*Approval:*

Supervisor: C. Salem Date: 2/15/12

Department Head: D. Dorn Date: 2/15/12

Denial reason: \_\_\_\_\_

Director's Signa

*Della Lourdes*

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 18, 2012

Employee Name:		Sunday 02/12/12	Monday 02/13/12	Tuesday 02/14/12	Wednesday 02/15/12	Thursday 02/16/12	Friday 02/17/12	Saturday 02/18/12
Corbett, Kate 45161000 <i>Kate Corbett</i>	Day: In - Out		7:00	3:00	7:00	3:00	7:00	
	Lunch: Out - In		12:00	12:00	12:00	12:00	12:00	12:00
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								
Frasca, Daniela 45161000 <i>Daniela Frasca</i>	Day: In - Out		6:45	2:45	6:45	2:45	6:45	
	Lunch: Out - In		12:45	1:15	12:45	1:15	12:45	1:15
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								
Glazer, Lisa 45161000 <i>Lisa Glazer</i>	Day: In - Out		7:15	2:45	7:10	3:00	7:15	3:15
	Lunch: Out - In		12:00	12:30	12	12:30	12:00	12:30
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.			0.5 hr SIC ✓					
Lawler, Michael 45161000 <i>Michael Lawler</i>	Day: In - Out		7:50	8:20	8:00	4:00	8:00	6:30
	Lunch: Out - In		105	135	145	215	1230	100
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.			4.5 OT ✓			2.5 OT ✓	3.0 OT ✓	7.5 OT ✓

Director's Sign. e:

*Pella Seward*

Time Log/Program / Area: 2048-- Boston Drug Lab

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Week Ending: February 18, 2012

Employee Name:		Sunday 02/12/12	Monday 02/13/12	Tuesday 02/14/12	Wednesday 02/15/12	Thursday 02/16/12	Friday 02/17/12	Saturday 02/18/12
Lleshi, Hevis 81009749	Day: In - Out		6:45	2:45	7:00	3:00	9:00	2:15
	Lunch: Out - In		11:50	12:20	12:30	1:00		12:00
	Outside Duty: From - To							
<i>Hevis Lleshi</i>	Employee Signature							
Document exceptions or comments, indicate type and amount.								
Medina, Nicole 45161000	Day: In - Out		7:30	3:30	8:20	3:50		
	Lunch: Out - In		12	12:30	12	12:30		
	Outside Duty: From - To		10:40	11:40				
<i>Nicole Medina</i>	Employee Signature							
Document exceptions or comments, indicate type and amount.			1.0 SIC ✓	0.5 SIC ✓	7.5 SIC ✓	5.5 ✓	7.5 SIC ✓	
O'Brien, Elisabeth 45161000	Day: In - Out		7:20	4:50	7:30	2:30	7:30	5:00
	Lunch: Out - In		11:30	12:05	11:30	12:00	11:40	12:10
	Outside Duty: From - To							
<i>Elisabeth O'Brien</i>	Employee Signature							
Document exceptions or comments, indicate type and amount.								
Philips, Gloria 45161000	Day: In - Out							9:15 5:15
	Lunch: Out - In							12:00 12:30
	Outside Duty: From - To							
<i>Gloria Philips</i>	Employee Signature							
Document exceptions or comments, indicate type and amount.			CMT 7.5	CMT 7.5	CMT 7.5			CMT 7.5

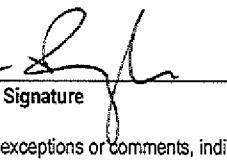
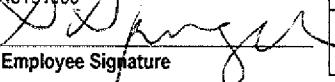
Director's Signatures:

Pella Lavel

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 18, 2012

Employee Name:		Sunday 02/12/12	Monday 02/13/12	Tuesday 02/14/12	Wednesday 02/15/12	Thursday 02/16/12	Friday 02/17/12	Saturday 02/18/12
Piro, Peter	Day: In - Out		645	845	645	245	645	450
45161000	Lunch: Out - In		12	230	12	1230	12	1230
	Outside Duty: From - To						800 Bank, P&C	530
Employee Signature								
Document exceptions or comments, indicate type and amount.			OT 6.0 ✓			OT 2.0 ✓	OT 2.0 ✓	OT 7.5 ✓
Renczkowski, Daniel	Day: In - Out		715	515	650	250	645	545
45161000	Lunch: Out - In		1200	1230	1200	1230	1200	1230
	Outside Duty: From - To							
Employee Signature								
Document exceptions or comments, indicate type and amount.			OT 2.0 hr ✓			OT 3 hr ✓	OT 3 hr ✓	OT 5 hr ✓
Sprague, Shirley	Day: In - Out		915	520	905	505	910	510
45161000	Lunch: Out - In		105	130	108	130	105	130
	Outside Duty: From - To							
Employee Signature								
Document exceptions or comments, indicate type and amount.								
Tran, Mai	Day: In - Out		81	215		81	21	715
45161000	Lunch: Out - In		1030	1115			1130	12
	Outside Duty: From - To							
Employee Signature								
Document exceptions or comments, indicate type and amount.			0.5 PER ✓					

Director's Signa.

*Pella Lanzell*

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 18, 2012

Employee Name:		Sunday 02/12/12	Monday 02/13/12	Tuesday 02/14/12	Wednesday 02/15/12	Thursday 02/16/12	Friday 02/17/12	Saturday 02/18/12	
Zanolli, Janice	Day: In - Out								
45161000	Lunch: Out - In								
<i>J. Zanolli</i>	Outside Duty: From - To								
Employee Signature		VAC 7.5 ✓							
Document exceptions or comments, indicate type and amount.		VAC 7.5 ✓							

Director's Signature:

Time Log/Program / Area: 2046- Fiscal Services

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 18, 2012

Employee Name:		Sunday 02/12/12	Monday 02/13/12	Tuesday 02/14/12	Wednesday 02/15/12	Thursday 02/16/12	Friday 02/17/12	Saturday 02/18/12
Salemi, Charles 45161000	Day: In - Out		990 545		950 610	935 535	940 600	
<i>Charles Salemi</i>	Lunch: Out - In		1205 1245		1210 100	1205 1255	1210 100	
Employee Signature	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.				MOSOS 7.5				
Saunders, Della 45161000	Day: In - Out		6:45 2:45		6:45 11:15	6:45 2:45	6:45 2:45	6:45 2:45
<i>Della Saunders</i>	Lunch: Out - In		1:30 2:00			1:30 2:00	1:30 2:00	1:30 2:00
Employee Signature	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.				CMT 7.5	CMT 3.0			OT5 2.5 OTP 5.0
	Day: In - Out							
	Lunch: Out - In							
Employee Signature	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								
	Day: In - Out							
	Lunch: Out - In							
Employee Signature	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								

Good Moring Fei,

Here are the time changes for last week,

Employee	ID #	Date	Change From	Change To
Hevis Lleshi	311855	2/16/12	COM 4.25	COM 6.625
		2/17/12	COM 3.25	REG 7.5
		2/18/12	OTS 2.5,OTP 5.0	OTS 2.5,OTP 3.5
Gloria Phillips	139184	2/17/12	REG 7.5	CMT 7.5

Thanks,  
Della